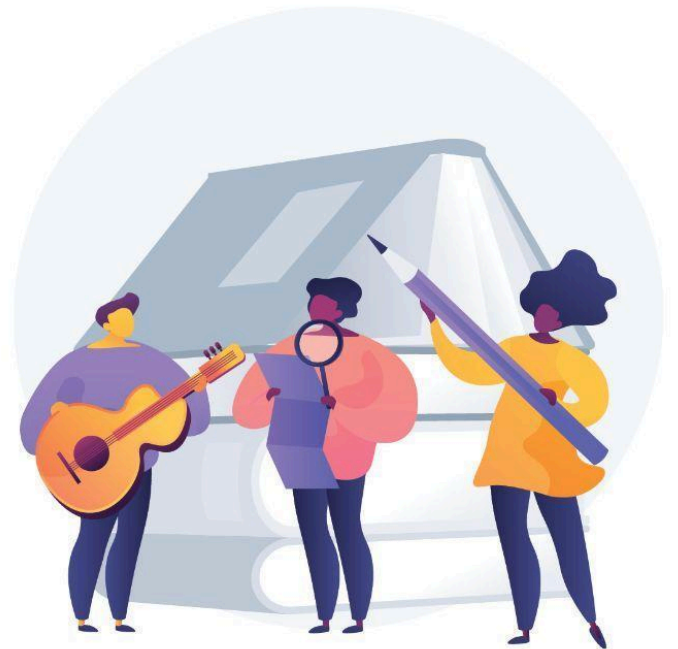


Student Organization Resource Manual

Office of Student Life and Development
New York City College of Technology
General Building, Room 516
300 Jay Street
Brooklyn, NY 11201
718-260-5391
studentlife@citytech.cuny.edu



Revised June 2025 by:

Office of Student Life and Development

Introduction

This resource manual has been designed to provide you with important information necessary to help run your club or organization successfully. It is important that you familiarize yourself with its contents. Additionally, you will find helpful hints and suggestions to ensure effective and well-planned programs and activities.

As a club leader, student publication staff, student government officer, or member, you have agreed to be held responsible and accountable for following the applicable rules and regulations regarding student activities and the expenditure of student activity fees. Failure to do so may result in either a loss of organization funding and/or subject the officers to disciplinary procedures. Remember to **"plan ahead"** and **"seek prior approval."** These are the best ways to avoid problems.

Student Life & Development staff are available to assist you in all aspects of your organization's life. We want to facilitate your planning as well as help you process your paperwork. It is essential that you share your plans with us so we can ensure that you have successful events.

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How to Use This Resource Manual

This resource manual has been designed to be the primary resource for club leaders and members, student government officers, and student publication staff to lead and manage your organization's activities and finances. It contains official City Tech policies and guidelines in a format that we hope is user-friendly, easy to understand, and easy to follow.

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1. General Information

This resource manual is available in the Office of Student Life and Development, General Building Room 516, and online at <https://www.citytech.cuny.edu/clubs/club-forms.aspx>. As you begin to delegate tasks and responsibilities to your club and student organization members and officers, please feel free to pick up copies of this resource manual and distribute it generously.

Remember: *The best club and student government officers cultivate future leaders by actively sharing information and coaching their members today!*

1.1. SLD - Student Life and Development

The Office of Student Life and Development is responsible for the oversight of all student organizations on campus, including clubs, the Student Government Association, and student publications.

Who Are We?

Understanding that learning and personal development occur both inside and outside of the classroom, the Office of Student Life and Development (SLD) supports City Tech's mission by promoting and guiding purposeful student engagement, fostering a sense of community, and providing students with opportunities for personal growth and leadership development.

The department aspires to foster an inclusive environment that celebrates diversity in its many forms and enhances our students' ability to be informed, global citizens.

Student Life and Development coordinates new student orientation programs, oversees student participation in Commencement, and offers a comprehensive co-curricular program designed to support specific learning outcomes in the areas of Leadership Skills Development, Diversity Education, and Community Service/Citizenship.

The co-curricular learning that results from student involvement in SLD programming provides students the opportunity to develop many of the ‘soft skills’ or attributes that employers are looking for most in candidates’ resumes, second only to credentials demonstrating technical proficiency for the position sought. These workforce readiness skills - including leadership, problem-solving, and communication skills, along with the ability to work effectively as part of a team - are interpersonal in nature and include personal qualities, characteristics, skills, and attitudes. City Tech students participate in a variety of student clubs and organizations, reflecting a broad range of academic and social interests.

Contact Information

Office of Student Life and Development
General Building, Room 516
300 Jay Street, Brooklyn, NY 11201

Tel: 718-260-5391

Fax: 718-260-5226

studentlife@citytech.cuny.edu

Follow us on [Facebook](#), and [Instagram](#) @CitytechSLD

Office Hours

Monday - Friday: 9:00 am - 5:00 pm

Club Hours:

Thursdays, 12:45 pm - 2:15 pm

There are limited classes scheduled during this time to enable organizations to schedule meetings and activities.

Please Note: Student organization activities are not limited to club hours. We encourage you to schedule activities at other times as well.

1.2. SGA - Student Government Association

What is SGA?

The Student Government Association is a student organization that is the representative body for students on all college policy issues pertaining to student engagement on campus and the use of student activity fees over which the SGA shares fiduciary responsibility with the College's administration. The SGA has 15 senators and 7 executive officers. The main function of the Student Government is to recommend student activity fee allocations to approved student organizations on campus. The SGA also coordinates many activities for the student body, such as community panel discussions, voter registration drives, cultural programs, club fairs, dances, and many other activities. You may want to join one of the more than 30+ chartered clubs that the SGA funds.

Students are encouraged to participate in the many co-curricular activities that help promote leadership development, including the SGA. Consider running for a position in the Student Government Association. SGA elections are held annually each spring to elect the students who will represent the student population to the college community, administration, faculty, and student organizations.

What are SGA's responsibilities?

The Student Government Association is primarily responsible for recommending student activity fee allocations, shaping policies affecting student involvement on campus, and coordinating co-curricular events. Student representation on college and student committees provides an opportunity for students' views to be expressed and heard, and to have a direct impact on virtually every aspect of college life.

Help Us Serve You

Let SGA know how they can enhance your City Tech experience.

Contact Information

President

citytech.sgapresident50@login.cuny.edu

Student Government Association
General Building, Room 400
300 Jay Street, Brooklyn, NY 11201
Tel: 718-260-5019

1.3. Advisement Services for Student Organizations

One of the roles of the Office of Student Life and Development is to provide advice and support to student organizations. Advisement includes providing information to you and your organization on policy and budget matters; training on how to facilitate productive meetings and understanding group dynamics; and assistance in developing event ideas.

Advisement also includes making available to student organizations opportunities to develop leadership and communication skills. You are encouraged to take advantage of the wealth of information and support that the Office of Student Life and Development has to offer.

How Can We Help?

Student Life and Development (SLD) can assist you with the following and more:

1. Starting a New Club/Student Organization

We guide you through the organizing procedures and assist with the paperwork.

2. Program Planning

We help you explore new program and event ideas and advise you on the "how-to's" of programming.

3. Budgeting

We explain to you how your organization can receive funds and how to budget your money.

4. Policy Advisement

There are several University and College policies that apply to student organizations and our staff can explain how they apply to your organization.

5. Leadership Development

We provide support, assistance, and resources, which will help you to be an effective leader for your organization. We offer advice on specific leadership questions, issues, and/or concerns that you may have.

6. Space Reservations

We help you reserve space for organization meetings, activities, and special events.

7. On-campus and Off-campus resources

We will provide information on how to order supplies, e.g., t-shirts and publicity materials for your events and activities.

8. Special Events

We utilize the skills, energies, and talents of student organizations to develop college-wide special events. These include organization fairs, leadership training weekends, and multicultural events.

1.4. Information and Support Services for Student Organizations

In addition to advising and guidance, the Office of Student Life and Development provides support services for student organizations. Some of these are listed below.

Copy Services

The Office of Student Life and Development has a copy machine. Student organizations may use the Student Life and Development copier for organization business to make 10 copies or less. Additional copy services may be available in the Student Government Association office.

Flyer Service

If your club needs flyers to be printed a request could be made through the Student Life Coordinator *4-weeks in advance*, all flyers are to be stamped and approved by Student Life & Development before being posted.

Reporting Missing or Lost Equipment

Should your organization experience the loss or theft of any equipment that may have been purchased with funds from your organization's student activities budget (past or present), immediately follow these procedures:

- Contact City Tech's Public Safety Office, First Floor, N109, (718) 260-5550.
- Contact the Office of Student Life and Development, G516, (718) 260-5391.
- Submit a written report to the Public Safety office as soon as you become aware of the loss or theft.

Student Life and Development will forward a copy of this report to the Business Office Auxiliary Enterprise Division.

Change of Officers

If your organization has changed officers or faculty advisors, please notify the Club Coordinator in the Office of Student Life and Development, as soon as possible. This ensures timely updates regarding organization funds and upcoming events. Also, update the City Tech Connect page with the new officers and faculty advisor, and submit the Title IX certificates.

Organization Meetings & Meetings Rooms

Student organizations generally hold meetings during Club Hours on Thursdays from 12:45 - 2:15 p.m., although you may meet at any time. Keep in mind that meetings or events held in the evening must be attended by your advisor and must end no later than 10:00 p.m. All clubs are to keep a record of the attendance for each meeting and provide it to the student life coordinator weekly. Please speak to the Club Coordinator in the Office of Student Life and Development about availability. They will assist you in determining a meeting room for the semester. A club room reservation request can be found [here](#).

1.5 Eligibility to Join Clubs and Student Organizations

1. Students must be enrolled in New York City College of Technology as either a full or part-time student for the semester in which they intend to join a club and/or student organization.
2. You must be in good academic standing at the college to be eligible to join a club and/or student organization.
3. Students cannot be an officer for Student Government Association and a Club Officer at the same time.

To find and join a club and/or student organizations that you might be interested in, [click here](#)

1.6. How to Certify an Organization

The club certification process for new organizations can be completed on City Tech Connect!

- A. Create a name for your club and think about the category it will fit into. There are two categories: Academic & Professional Clubs or Special Interests Clubs.
- B. Identify the club's officers: President, Vice President, Secretary, and Treasurer. **No student can hold more than one position in a club(s).**
 - Select a faculty or staff person to be the club/organization's advisor. The advisor must be a full-time faculty member or administrative employee of the college.
- C. Create a Club Constitution, this is a document that your club shall follow indicating the following information:
 - Name of Organization
 - Purpose and Objectives
 - Qualifications of Members
 - Officers and Committees
 - Meetings
 - Finances
 - Termination of Membership, Resignation, and Non-active members
 - Amendments

The constitution will be uploaded on your City Tech Connect page.

- Along with the Constitution, fill out the [Club signature authorization card](#)
- D. All students who will be officers in the club must complete SPARC Training. You can complete your SPARC training [here](#). All faculty advisors must submit a Title IX Club Advisors Acknowledgement which can be found online or [here](#). All certifications from each club officer along with the Club Advisor Acknowledgment must be uploaded on your City Tech Connect page in one PDF document.
- E. You must register your Club on City Tech Connect. [Click here](#) to access the Organization Registration form
- Provide Club Name
 - Mission Statement
 - Meeting Location and Time
 - i. On Campus or Virtual provide the appropriate rooms or links.
 - Contact Information of Executive Board
 - ii. Club President, Vice President, Treasure, Secretary and Advisor
Please provide their name along with their CUNYFirst login email (e.g., JaneDoe@login.cuny.edu) to add them to the page. Each officer must then approve their position.
 - Cover Image/Logo
 - Social Media Handle

HELPFUL LINKS

Here's a [quick article](#) to help new officers get acquainted with the system.

- [Overview for new users](#)
 - [Overview for Officers: Basic navigation and top tools](#)
 - [Introduction to group management for officers: Top tools to connect and engage your members](#)
- F. Start recruiting your 15 members! Remember, a minimum of 15 members are required to form or re-certify a club.
- a. Ensure that all club members are uploaded on the form by filling out the [membership roster](#) City Tech Connect page. This must be completed before your page can be approved and certified.

Please provide their name along with their CUNYFirst login email (e.g., JaneDoe@login.cuny.edu) to add them to the page. Each member must then approve their membership.
- G. Once you have submitted your application via the City Tech Connect Page and provided the necessary documents (e.g., Title IX form and Constitution), all information will be sent to the Student Government Association for approval.

- H. Please wait to be notified by the Club Coordinator regarding approval or receive an approval email from City Tech Connect. Clubs may be certified at any time during the academic year; however, it is strongly recommended that clubs submit their documents early in the fall semester. Doing so will allow your club to be considered for student activity fee allocations when the Student Government Association opens the budget proposal process for that semester.
- I. Review and familiarize yourself with the [Student Resource Manual](#), and [CUNY Bylaws](#) that govern student activity fees and student organization. The handbook will contain information on how to request a room for club activities, how to submit requests, travel procedures, and other important “how to” for the successful operation of your club.

1.7. Recertification of Student Organizations

At the end of the academic year, all clubs are deactivated. Recertification takes place every year in the fall semester and clubs are required to recertify to remain active on campus, use campus space, and access club funds. The recertification process is as follows:

1. Fill out this form with all requested information [Club Certification form](#)
 - o While the constitution can remain unchanged from one semester to the next, any changes in club officers or faculty advisors must be reflected by updating the new information for those assuming new roles. Additionally, if there is a change in the board, Title IX certificates must be updated.
2. Your membership must include a total of 19 students—four officers and 15 non-officer members. This means your page should reflect all 15 members who have joined.
3. Once the form is submitted and approved by the Student Government, your City Tech connect page will be re-activated
 - o Make sure you update any information on your City Tech Connect Group page after reactivation.

1.8. Club Officer Information - Things to Note

The Office of Student Life and Development conducts club officer orientation workshops during the first few weeks of fall semester classes. **Club Presidents are required to attend along with another officer of their choice. Failure to attend will result in the denial of your certification/recertification application.** Attendees will be provided with deadlines and information on the certification process.

A recertification deadline is established by the Office of Student Life and Development each year. It is to the organizations' advantage to meet this deadline as it assures that they will be fully considered for funding options.

Each fall semester all previously approved student organizations are required to recertify with the Office of Student Life and Development. This certification process is a declaration that the organization intends to be active during the coming academic year. **An organization will automatically be placed in inactive status if it fails to renew its registration within one month of the first day of classes in the fall semester.** An organization that holds inactive status for one semester or more, must resubmit appropriate documentation for recognition.

General Officer Responsibilities

While all members are encouraged to seek the assistance of SLD and maintain the integrity of the organization, it is the officers who are held accountable for the day-to-day operations of the organization. Club officers will be responsible for being familiar with the information in this handbook. Officers are also responsible for following all financial procedures and policies contained within this handbook and those set by the College and University in the [CUNY Bylaws](#).

The duties of the officers shall be as follows:

President: The president shall preside over all meetings.

Vice President: The vice president shall assist the president. He/she shall preside over all meetings, and step in for president if needed.

Secretary: The secretary shall assist the president and vice president. He/she shall contact all members for meetings. He/she shall type all documents pertaining to the organization's business.

Treasurer: The treasurer shall keep a record of all income and expenditures. He/she will be responsible for executing check requests.

Organizational Structure

All organizations recognized by City Tech must have a constitution that defines the role, purpose, and organizational structure of the group. The officers are responsible for ensuring that the constitution is followed. There must be one person who serves as spokesperson for the group. This is most often the President; however, it could be another officer. This person is designated as the contact for the organization and their information will be listed in the club brochure.

Budgeting and Finance

Effective financial management is imperative to all successful organizations. Recognized student organizations must maintain a record of all monies received and spent. University regulations require that all funds generated by the group through allocation or fundraising be deposited with

City Tech's Bursar's office. Each recognized student organization will be issued an account for depositing funds.

Outside accounts of any type are prohibited!

Student organizations generally receive money in one of two ways. The first is through an allocation by the Student Government Association. This funding is derived from your student activity fees. The second is through fundraising.

Elections and Leadership

The Office of Student Life and Development requires that all student organization officers and members (President or otherwise) be currently enrolled students. Additionally, the operation and decision-making for the organization must rest locally with the students. Club Officer elections must be held in accordance with the organization's constitution but are not required each semester.

Officer Education and Orientation

It is imperative that the outgoing officers plan and implement an orientation for newly elected officers with the assistance of the faculty and/or administrative advisor. This fosters and promotes continuity and effectiveness in student groups. The Office of Student Life and Development has numerous resources in this area. Club Officers cannot and should not be expected to carry the full weight of the organization. Leaders must enlist the members in the operations of the group. This can be accomplished through regular meetings that allow for member participation, effective planning that engages members in setting goals, and the delegation of responsibility. It is through this process that a leader will ensure the continuation of his/her organization after graduation.

Membership Recruitment and Education

New members are the lifeblood of any organization. Leaders and current members must plan an effective recruitment effort that promotes the visibility of the organization, communicates the purpose and expectations of the group, defines the benefits of membership, and creates excitement in potentially interested students. While your organization might have an annual or semi-annual membership drive, membership recruitment should occur year-round to invite prospective members to participate in activities regardless of whether you are currently taking new members. An effective plan that engages everyone in the organization in membership recruitment is best.

Student Organization Advisors

All student organizations are required to have an advisor, who must be a full or part-time faculty or administrative staff member of City Tech. In addition to signing forms and keeping

organizational files, accompanying groups on trips, and organization-sponsored events, this individual can be an invaluable resource in planning programs, developing ideas, and providing continuity. Just as student organizations vary in their purposes, objectives, and activities, the role and functions of the advisor will vary within each organization. It is essential, however, to maintain open communication with the advisor and to ask for specific help when needed.

Adherence to Policies and Procedures

All successful organizations operate on established policies and procedures whether written or not. New York City College Technology is no exception. Contained in this resource manual are policies that are presently in place. It does not contain all policies or each policy in complete form. As the leader of your organization, you are expected to ensure that your members adhere to these policies. Student Life and Development can assist you by clarifying policies and procedures.

1.9. Club & Student Organization Advisor Responsibilities

The role of the faculty or staff member serving as an advisor is vital to student organization success. Student Organization Advisors make a major contribution to the mission of the College by serving as role models and assisting in the development of the "whole student." Advisors also offer the students the opportunity to know a faculty or staff member better and on a more informal basis than provided in a classroom situation.

The responsibilities of the Student Organization Advisor include:

1. Serving as a campus resource, support person, and mentor.
2. Assisting in the implementation of the college's mission as it applies to the development of students through participation in student organizations.
3. Being familiar with college policies, regulations, and fiscal guidelines of the City University of New York as they relate to student organizations and assisting the officers and members in becoming acquainted with these policies.
4. Assisting the organization with elections, group dynamics, and college policies.
5. Approving appropriate check requests, requisitions, and other forms as required.
6. Monitoring transactions to ensure they are appropriate and in compliance with state, university, and college policy.

7. Advising the officers of the organization of serious failures of the organization or its members in assuming responsibilities.
8. Maintaining a liaison function between the organization and the Office of Student Life and Development and the Office of the Vice President of Enrollment and Student Affairs.
9. Attending organization meetings, events, and trips.

1.10. Successful Programming and Event Planning

Programming and campus events foster social, academic, and intellectual growth. Student Life and Development is available to help you plan successful events, reserve campus facilities, maintain and spend your budget on entertainment, sound, and refreshments, adhere to relevant regulations, process paperwork, etc., so that you provide the best event possible.

Event planning involves many individual tasks and details. We will help you make sure all details of the event are covered. Planning is paramount for producing a successful event.

BEGIN PLANNING EARLY!

The success of your event begins long before the actual date. Start your planning process towards the end of the previous semester. Early planning gives you the flexibility to secure desired venues, obtain required approvals, coordinate with vendors, and effectively promote your event.

Early planning allows for:

- Greater access to high-demand rooms and facilities
- Adequate time for proposal approval and budget processing
- Easier coordination with co-sponsors, guest speakers, or performers
- Enough lead time to resolve unexpected issues without stress

Pro Tip: Keep a calendar that includes submission deadlines for forms, advertising schedules, and key contracts.

1.10.1. Potential Challenges in Event Planning:

While planning events can be rewarding, several challenges may arise, especially if preparation is rushed. Some common obstacles include:

- **Room and Facility Conflicts:** High-demand rooms may already be booked if you wait too long.

Solution: Filling out the Event Request form as early as possible – ideally 6 weeks in advance – to increase your chances of securing your preferred space.

- **Budget Restrictions:** Without early budget planning and contact submissions, funding may not be approved in time.

Solution: Work with your treasurer to submit the [Budget Request](#) and [Purchase Request](#) forms 4-6 weeks prior to your event. Ensure contracts and invoices are included.

- **Documentation Delays:** Incomplete or late paperwork can result in cancellation or denial of services (e.g., vendor payments).

Solution: Maintain a checklist of all required documents and deadlines. Submit all forms through City Tech Connect, and follow up with Student Life for confirmation.

- **Unforeseen Scheduling Conflicts:** Overlapping with midterms, finals, or other large events can reduce attendance or require rescheduling.

Solution: Check the academic calendar and City Tech Connect's event calendar before setting your date to maximize attendance. Coordinate with Student Life & Development to avoid conflicts or possible collaborations.

- **Marketing Gaps:** Without adequate promotion time, you risk low attendance.

Solution: Submit flyers for approval 4 weeks ahead of the event and use City Tech Connect, social media, and campus media to promote your events efficiently.

- **Last-Minute Technical Issues:** Equipment needs and set-up logistics may not be fulfilled on short notice.

Solution: Include tech needs in your [Event Proposal](#). Schedule a tech run-through if possible. Arrive early on the day of the event to troubleshoot.

- **Lack of Volunteers or Support:** If members are not aware of the event early on, you may struggle to find people to help run it.

Solution: Assign roles during early planning meetings and send reminders. Engage members by involving them in decision-making and promotion.

1.10.2. Making sure you have a Successful Event:

To ensure a successful event, speak with the Student Life Coordinator from the Office of Student Life and Development to discuss your event details. Some suggestions for programming and event management are covered here. An event proposal template can be found [here](#).

Consider the Event Details in the Planning Stage:

1. What is the purpose of the event?
2. What will you be doing?
3. What date and time do you want to have the event?
4. What room(s) do you want to use for the event?
5. Who is the intended audience for the event?
6. How many people do you expect to attend?

7. Are any other organizations co-sponsoring the event?
8. Will the event require a contract? (e.g., DJ, speaker, musician, etc.)
9. Will you serve food and/or beverages?
10. How will you publicize/promote the event?
11. Which organization officers/members will be responsible for managing the event?
12. Does this event involve any special circumstances?
 - Fundraising?
 - Charitable activities?
 - Off-campus location?
 - Ticket sales?
 - Security?
 - Overnight travel?

Student organizations are to follow the guidelines in this manual; it is imperative that you adhere to the dates and information contained in this manual to ensure that you have a successful event.

Determine Funding for the Event

Be sure that sufficient funds are available for the event. Submit projected expenses, program changes, and contracts early enough to avoid problems; the minimum lead time for submission of purchasing requests is **six (6) weeks**. All preparations for the event including event proposal, required contracts and other documentation must be completed through the Budget Request and Purchase Request forms and must be submitted to the Student Life and Development on City Tech Connect **at least four to five (4-5) weeks before the event.**

1.10.3. Event Scheduling

All events must be held during the academic year while classes are in session, and must be open to the entire City Tech community.

1.10.4. Reserving a Space

To obtain a tentative space for your organization's event, you must fill out the [Event Request Form](#) on City Tech Connect **at least six (6) weeks** in advance for your event (**events for fewer than 120 people; otherwise see Large Event Policy pg 31**). The Event Request form is required for every event and meetings you wish to have. Reminder - only formally registered and chartered student organizations may reserve College facilities.

- Consider alternate dates, times, and locations, in case your original date or room choice is not available. No space may be reserved if it interferes with midterm or final exam study facilities or with a previously scheduled event.

- Once all the necessary approvals and arrangements are completed, you will receive a notification.
- Access the list of Event rooms on campus here: [Event Spaces and Room Setup](#)

1.10.5. Reserving a Classroom

To obtain a classroom for your club, email the Club Coordinator, and SLD Studentlife@citytech.cuny.edu. The email must include the date and time in which your club will be meeting along with the capacity needed. If you have a preferred classroom or designated building, please specify that in your email. Please be aware that requests must be put in at **least four (4) weeks** in advance for consideration. A club room reservation request can be found [here](#). Classrooms can be reserved two (2) weeks after the semester has begun.

1.10.6. Room Rules

- No fire, smoking, or explosive devices are allowed on campus.
- No food in any carpeted areas.
- No smoking in any room. All City Tech buildings are smoke-free.
- No alcohol or illegal substances are allowed.

1.10.7. Room Changes

If developments make it appear that benefits to the College warrant a shift in room assignments, the Student Life and Development office shall undertake to work out with the original assignee, arrangements for such a shift.

1.10.8. Guest Speakers

If you are looking to have a speaker during your event you must provide the speaker's name, phone number, and email address via email to the Student Life Coordinator along with the flier for the event.

1.10.9. Security

Security for a college event, held on college premises, is under the control and supervision of City Tech's Public Safety Department and the Office of the Vice President for Finance and Administration. Large events may require additional security. Please refer to the large event policy to learn more. The Director of Public Safety and the Vice President of Finance and Administration must approve any required special security arrangements **in advance**.

1.10.10. Contracted Performers

All performers and vendors are required to sign an Independent Contractor or Performance Agreement Form regardless of whether the person is receiving payment.

[Independent Contractor](#) or [Performance Agreement](#) forms can be downloaded from the [City Tech Website](#). For approval, the Independent Contractor Agreement or Performance Agreement must be signed by the VP of Enrollment Management & Student Affairs. An agreement signed by an organization member will not be honored and the individual signing the agreement will be personally responsible and liable for any penalties.

- The Independent Contractor Agreement or Performance Agreement form is required even if the vendor has his or her own contract.
- Riders to Independent Contractor Agreement or Performance Agreement forms will be considered on a case-by-case basis.
- All Independent Contractor or Performance Agreement forms must be submitted to the Office of Student Life and Development ***four to five weeks before*** the event. ***No exceptions.***
- All [Independent Contractor](#) or [Performance Agreement](#) forms must include the payee's social security number or tax ID number, a completed [W-9 form](#), an invoice, and a [Direct Deposit Form](#) for the issuance of payment processing. An official photo ID may be required of vendors.
- Vendors are not allowed to be paid out of pocket. ***Payments will not be reimbursed. No exceptions.***

If your event is approved, all publicity must be approved by the Office of Student Life and Development a minimum of ***four (4) weeks*** in advance of the event. The Office of Student Life and Development must approve all publicity before it is posted or distributed, this includes monitor ads.

1.10.11. Set-up and Clean up

Scheduling of rooms must allow for at least one hour for set-up and one hour for dismantling and clean-up for every facility.

1.10.12. Music

- Music may only be played in designated areas during club hour, Thursday, 12:45 p.m. - 2:15 p.m., or for scheduled Friday and/or Saturday evening events.

- Music may not be played in the lounges and/or any other open area on campus during normal class hours.

1.10.13. Time Constraints

Activities must end at the stated time. All evening events must be completed by 10:00 p.m. All guests and students must vacate the premises by 10:00 p.m.

1.10.14. Event Promotion

- Good publicity and marketing are critical to successful programs. Your publicity can take many forms. Flyers are a standard form of publicity often utilized by student organizations. Guidelines for flyers are below. However, you are not limited to flyers. We encourage you to be creative in your advertising of events. Other publicity methods include campus publications, emails to members, social media, campus TV screens, email blasts and most effective of all, word-of-mouth. **If flyers need to get printed please email the club coordinator the flyers you would like 4-weeks before when needed.**
- The Office of Student Life and Development requires that a copy of all flyers, posters, or printed material be given to the office for reference and approval stamping. All publicity should include the following: **name of the sponsoring group, admission policy; date, time, and location of the event;** and any special information applicable to your event. All printed materials to be posted must include the **college** logo as well. Please make sure to follow the [Posting & Email Blast Policy](#).
- Clubs are **required** to use the [City Tech Connect Engagement Platform](#) to promote their club as well as their club event. If you are to come across any issues please contact Hege Bryn at Hege.Bryn04@citytech.cuny.edu who is the Student Engagement Program Coordinator. Ensure that your event posting has a flier, description, and title. This will then allow Student Life to promote your event via email blasts and/ or text messages.

Please Note: The Office of Student Life and Development must approve all flyers, posters, newspapers, or radio ads directed to the outside general public before they can be used.

1.10.15. On The Day Of The Event

Arrive Early! No matter how well you plan an event, sometimes difficulties arise. Most can be resolved if they are discovered in time. Arrive early to your event, and check the room, the set-up, the equipment, the decorations, and the food. If there is a problem, contact the Office of Student Life and Development.

1.10.16. After the Event:

Pay your bills! Ensure that all necessary documentation has been submitted and finalized. Moreover, make sure that all outstanding balances and vendors have been paid.

Evaluate and Reflect!

Great leaders are constantly learning from their experiences. Evaluating your event is the key to planning successful events in the future. Take time to think about your event:

- What went well?
- What would you do differently?
- What would you like to remember for next time?

Review the event at your next organization meeting.

Ask organization members for their feedback. Take notes and refer to them during your next event or pass them on to the next leaders.

1.10.17. Tabling on Campus

The following policy outlines the requirements and expectations for tabling during the Club Fair to ensure an organized, inclusive, and enjoyable experience for all Students, Faculty and Staff. These guidelines are informed by lessons learned from previous events. This policy is designed to enhance the experience for all event participants by prioritizing organization, clear communication, and adherence to campus rules.

Tabling Guidelines

Space Assignments:

- a. Tables will be assigned based on the nature of the organization, or club to ensure a balanced and logical distribution of resources.
- b. Club Tables will be placed across designated areas to encourage exploration and provide adequate space for participants.
- c. We encourage early registration to secure tabling spots and facilitate better planning.

Sharing Tables:

- a. Space is limited. Clubs will be sharing tables during the club fair.
- b. Tabling participants must manage their space to ensure that the 1/2 boundary of the other organization/Club is not obstructed.

Posting Policies:

- a. No materials (flyers, flags, magnets etc) may be posted to windows, walls, or other building surfaces without prior approval.

- b. All posted items must comply with campus guidelines regarding content and placement.
- c. Please inform the SLD office at the time when making your request for the table, of any materials planned to be at your table.

Crowd Management:

- a. Tabling participants must manage their space to ensure that lines or gatherings do not interfere with neighboring tables or foot traffic.

Clear Entry/Exit Points/circulation paths:

- a. Pathways around entrances and exits will be kept clear to improve accessibility and avoid incidents.
- b. Circulation Paths/aisles may in no instance be obstructed. Example of obstructing include (Unplanned use of cable to access power from another aisle, club items falling off a table, any club item on the floor that was not approved, etc)

Expectations for Participants

Club Responsibilities:

- a. Clubs are expected to arrive on time, maintain their assigned spaces, and adhere to campus policies and tabling policy.
- b. Clubs are responsible for their advertisement material, like signing sheets, and pens.

Professionalism:

- c. Faculty, and students must follow campus policies and exhibit professional behavior. The SLD team and/or Public Safety will address any violations promptly.

Compliance:

- d. Students and Faculty must comply with all instructions provided by event organizers and respect all guidelines to ensure a smooth event.

2. Procedures for Expenditures from Student Organizations' Accounts

All requests for purchases must follow these guidelines.



2.1. Club Funds FAQs

The President or Treasurer of your student organization will be responsible for financial oversight of your organization's funds. Funds are derived from two main sources: fundraising, and allocations from student activity fees. The use of club funding must abide by the **CUNY Fiscal Accountability Handbook**.

The Student Government Association (SGA) allocates money from the Student Activities Fee. You will be asked to prepare a [budget request](#) for student activity fee money. Below are the most frequently asked questions about student activity fees and the budget allocation process:

1. Who can get a Student Activity fee allocation?

Any certified student organization.

2. How does an organization get a student activity fund allocation?

Student Activity Funds are allocated by the Student Government Association. At the beginning of each semester, SGA allocates a budget for each certified club. Organizations may submit budget proposals for additional funds if needed. SGA will explain the procedures

for submitting proposals at the club officer orientation held at the beginning of the fall semester. Organizations certified in the spring and those already active will receive an email from SGA once SGA has opened the proposal process. SGA's communication to organizations will include a deadline for submission of the budget proposal.

3. Where does the money come from?

Funds come from the student activity fee you pay when registering for classes.

4. When do we know if the initial allocation of funds has been given to us?

The Student Government Association will notify student clubs once the budget committee has met and approved the requested funds. After the budget committee approves funds for your organization, funds will be deposited into your organization's account.

5. When can we begin spending money from the budget?

You can access your funds after the Student Government Association has notified you of your approved allocation, and you have submitted an **approved Budget Request**.

6. How Do I Spend Club Money?

Club funds can be spent by completing and submitting a [Budget Request Form](#) via [City Tech Connect](#). This is a form outlining your purchases for the semester. Once your Budget Request has been approved, you can now start spending money. To spend money, you need to submit a [Purchase Request Form](#), a flier for the event, the invoice from the vendor you want to use, and the vendor's [Independent Contract Agreement](#) or [Performance Agreement](#) (including their completed [W-9 forms](#) and [Direct Deposit forms](#)). You must submit these documents via the City Tech Connect. For any related questions please email studentlife@citytech.cuny.edu.

7. Simplified steps to spend your club funds:

- a. Get your club certified.
- b. Request an allocation from SGA.
- c. Once approved for an allocation of money from SGA, submit a [Budget Request Form](#) via [City Tech Connect](#).
- d. Once the budget request is approved, submit [Purchase Requests](#) via [City Tech Connect](#) to start purchasing items 4-6 weeks in advance.

2.2. Request Procedures

To formally request the processing of any purchases or services, clubs should follow each directive of the request procedure:

- 1. All clubs must have an approved [Budget Request](#) to start the following procedures.**

2. All events **must** have an [Event Proposal](#) filed via City Tech Connect. All events **must** include a flier and justification for the event.
3. All outside vendors, performers, artists or speakers must fill out an [Independent Contractor Agreement](#) as well as [W-9 forms](#) and [Direct Deposit forms](#). Forms must be approved before services are rendered.
4. Purchasing supplies: Please submit a detailed quote or invoice with your [purchase request form](#).

STUDENT CLUBS SHOULD NOT PURCHASE SUPPLIES OUT OF POCKET

5. All purchases should be made using club funds. **All required documents MUST be submitted to be processed.**
6. [Club Supply Closet](#): This form is for certified clubs to request basic supplies such as plates, napkins, cutlery, water and snacks for their upcoming events. You will be given an allotment based on availability at the time and your expected number of attendees.

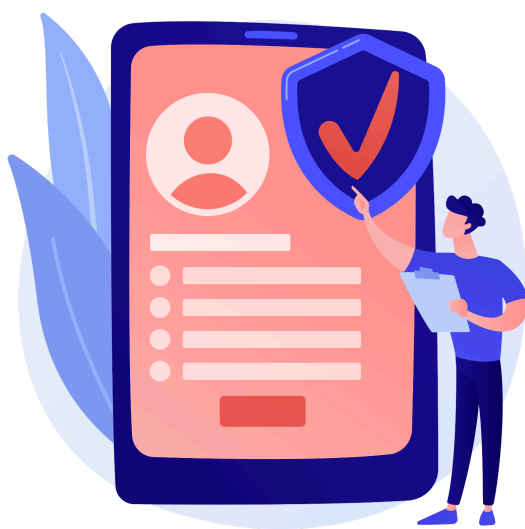
Please complete at least 2 weeks prior to your event. You will need to make an appointment with SLD to retrieve your items on the day of the event during normal business hours.

Note: Please fill out the form AFTER you have submitted an **event proposal** through City Tech Connect.

Please plan to submit documents 4-6 weeks before your meeting or event.

All forms can be found on the [City Tech Connect](#). To access forms follow the following steps: Under Student Life > Surveys & Forms.

You will be contacted about your request (i.e., if your request was approved, rejected, or documents are missing to complete it).



3. Policies

Student Organizations are required to adhere to New York State, City University of New York, and New York City College of Technology's policies, guidelines, and procedures.

Included in this Handbook are most of the pertinent Student Organization procedures. An Office of Student Life and Development staff member can assist you in obtaining copies of policies not included.

A student organization that does not follow State, University, and College policy will be subject to disciplinary action. This can include, but is not limited to, placing a stop on organization funds, requiring restitution for damages, prohibition of further events, and/or decertification of the student organization. Individual students within the organization may also be subject to disciplinary charges.

We have made every attempt to provide the most accurate and current information. Please note that all policies are subject to change. Changes in policies and procedures will be communicated to your designated organization representative and faculty advisor.

3.1. Alcohol and Drug Policy

The City University of New York (“CUNY”) is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

This policy applies to all CUNY students, employees, and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. Students who violate this policy are subject to sanctions under University policies and procedures.

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University.

3.2. Travel Policies

3.2.1 Domestic Travel Policy:

New York City College of Technology encourages its student clubs and organizations to participate in off-campus programs that provide valuable learning and training opportunities as well as represent City Tech at conferences and conventions. The following procedures must be followed for all City Tech-sponsored trips.

Definitions

A **"sponsored trip"** is any trip that is organized in accordance with college policy, authorized and approved by a duly designated college official on each campus and (1) sponsored by an office, department, division, or a recognized and chartered student organization on campus, or (2) funded by student activity fees or such other monies as may be in the control of the college, the university, or a University/College-related entity, such as an auxiliary enterprise corporation.

An **“off-campus trip”** is any trip that is organized by student organizations or college departments that will involve students traveling within the five boroughs of NYC, anywhere in NYS, out-of-state, and internationally.

Travel Steps

Step One: Submit Proposal & Travel Authorization.

File a **Travel Proposal** and **Travel Authorization for Off-Campus Student Travel** with the Office of Student Life and Development at *least six (6) weeks* in advance. The [travel proposal](#) must include the following information:

- Name of student organization
- Description of the event
- Date and length of travel
- Trip expenditures (food, method of transportation, lodging, etc.)
- Funding Source(s)

Access to the **Travel Proposal form and template can be found [here](#)**. All materials must also be submitted through the [event proposal form here](#). Proposal will be reviewed by the Vice President of Enrollment and Student Affairs for approval. This travel authorization will be reviewed to ensure that events or activities involving student travel are consistent with the College's mission and that student safety issues have been addressed. The Office of the Vice President for Enrollment and Student Affairs must approve all trips in advance.

(Evaluation will be based on the purpose of the travel, funding source for the travel, and location of travel, among other variables.)

You must meet with a Club Coordinator in Student Life as you prepare these forms for questions or concerns. You will receive a travel checklist and timeline at the meeting.

Step Two: Wait for Travel Approval.

- The Office of Student Life and Development will notify you once a decision has been made by the SLD Director and Vice President of Enrollment and Student Affairs. Do not proceed with travel plans until approval is granted.

Step Three: Begin Travel Planning.

- Once approved, begin planning your trip.
- If you are using a student activity fund(Club funds), submit the required purchase/request forms.

Step Four: Submit Waivers & Club Advisor.

Each student traveling must complete the form below and submit it to the Office of Student Life and Development at least two (2) weeks before the trip. A copy of the waiver form will be filed in the Office of Enrollment and Student Affairs and Public Safety.

- Off-Campus Student Travel [Approval form](#)
- Title IX Compliance Acknowledgement ([SPARC Training](#))
- Chaperone Travel Documents : Must complete Off-Campus Student Travel Approval form (Pages 1–5 and complete Title IX Compliance Acknowledgement ([SPARC Training](#)))

Failure to complete the form (*Off Campus Travel waiver and Title IX*) in a timely fashion will result in your trip being canceled.

Step Five: Travel & Expenses Guideline.

Please be mindful that any purchase not made through the club funds - due to payment restrictions or third-party vendors policies (e.g. hotels, transportation, or food) - must be pre-approved.

- In some cases, the club advisor may be permitted to cover the cost and request a reimbursement. All reimbursements must be approved prior to the trip. Upon return, the club advisor must submit all required receipts and documentation to the Office of Student Life & Development.
- Students will not be reimbursed for any expenses.
- Reimbursement will be evaluated on a case by case basis as part of the trip proposal process.

All information must be submitted through the [event proposal form here](#)

3.2.2. International Travel Policy:

Any student group who plans to travel outside the United States must make a special request for authorization from the Office of Student Life and Development and the Vice President of Enrollment and Student Affairs.

- Individual requests will be handled on a case-by-case basis. Approval will be based on the purpose of the travel, fiscal feasibility, travel risk to the chosen travel destination, and academic merit. It is suggested that you start this process **12 weeks** before travel and are required to have approval a minimum of **eight (8) weeks** before travel. ***Failure to comply with this rule will result in trip cancellation. No exceptions.***

Each individual student is personally responsible for ensuring that they have the proper travel documents. Non-citizens should especially be aware of the immigration/travel document requirements. Once the above is adhered to, students are required to follow the procedures under the **Domestic Travel Policy**. In addition, you must meet with the Student Life Club Coordinator in the Office of Student Life and Development as you prepare your Travel Authorization forms. You will also be given a timeline and travel checklist.

The following travel policies must be followed when conducting any trip:

[CUNY Travel Policy](#)

[CUNY Student Domestic Trip and Travel Guidelines](#)

[CUNY International Travel Guidelines](#)

3.3. Large Event Policy and Guidelines

All large events sponsored or co-sponsored by a student organization require special approval. You must apply for this approval a *minimum of six (6) weeks* before a scheduled event. This process has been established to provide your group with the best opportunity to host a successful event. It is also intended to protect you and the College from financial or physical risk.

Please Note: You are not allowed to proceed with your event until you have received the approval for the event. This includes the sale of tickets, promotion, or securing contractors and vendors.

All organizations hosting an event of more than 120 people must submit a program proposal to the Office of Student Life and Development for review by the Office of Student Life and Development and Public Safety

You must submit an [Event Proposal](#) a *minimum of six (6) weeks* in advance for review. Once your proposal is approved you must attend a planning meeting with the Office of Student Life and Development. Access the list of Event rooms on campus here: [Event Spaces and Room Setup](#)

Definition

Large Event: A large event is any event deemed by the Office of Student Life and Development or by the College as having the potential to have over 120 attendees, an event requiring additional staffing, an event that involves a large number of non-City Tech attendees, or an event that may have Public Safety implications.

Security: Security for a college event, held on college premises, is under the control and supervision of City Tech's Public Safety Department and the Office of Student Life and Development. The Chief of Public Safety and the Office of student life and development **must approve** any special security arrangements in advance.

All large events require a Public Safety Department assessment as a condition of approval primarily to determine the number of public safety officers needed. Any organization planning to use campus space including the auditorium, cafeteria, or any other space must

allocate sufficient financial resources to pay for the appropriate number of security personnel, maintenance, and technical staff when needed. Smaller events may not need constant security personnel, but the Director of Public Safety and the The Office of Student life and development will make the assessment.

The following guidelines will apply to all student-sponsored large events:

1. All [Event Proposals](#) will be submitted to the Office of Student Life and Development for review by the Manager of Student Life and Development and the Vice President of Enrollment and Student Affairs.
2. Events must comply with all State, University, and College policies and regulations.
3. The sponsoring organization must have the full amount of money needed for the event in their account at the time of proposal approval. **Anticipated budget will not be considered.**
4. **All large events require student participation to be tracked through City Tech Connect.** Once your event is approved by the Office of Student Life and Development (SLD) in City Tech Connect, you will be able to check students in on the day of the event using the platform.

Performers and Vendors: Please refer to section “1.10.7. Contracted Performers” in the manual for the guidelines needed if you are hoping to have performers and vendors for your event.

Events may only be held during the academic year (when classes are in session) excluding midterm and finals periods.

The use of metal detectors may be required at large events, at the discretion of the Public Safety Department.

The student organization’s Advisor or Student Life designee must be present for all large events.

All outside co-sponsorships must be approved by the Office of Student Life and Development in advance for publicity to go forward. This should be included in your Large Event Program Proposal Form.

The Office of Student Life and Development, the Vice President of Enrollment and Student Affairs or any official entity of City Tech reserves the right to cancel any event at any time at the discretion of the College.

All events must end by 10:00 p.m.

Organization representatives may, if determined by the Manager of Student Life & Development, be required to participate in a fiscal meeting within three (3) business days after the event with the Office of Student Life and Development and the Vice President of Finance and Administration.

3.3.1. Event Cancellation Policy

Club-Initiated Cancellations/Changes

Step 1: Clubs must notify the **Student Life & Development (SLD) Office** at least **4 days in advance** for any event cancellation or rescheduling with a justification.

- Repeated last-minute cancellations (more than **two per semester**) may result in loss of future event privileges.

Step 2: Update the Event on City Tech Connect

- SLD will delete the event from City Tech Connect after being notified
- Resubmit the event if it is being rescheduled subject to the approval of SLD
- Rescheduling is subject to space availability and must be reapproved by SLD

Step 3: Communicate changes on flyers, email and social media platforms

- Edit Flyers with new dates and locations once all modifications for rescheduling have been approved on City Tech Connect
- Update social media posts to reflect changes/event cancellation
- Email student who registered/club members to inform them of event rescheduling/cancellation

College Cancellations of Club Events

- City Tech reserves the right to cancel or postpone events due to weather, emergencies, or policy changes.
- In such cases, clubs will be notified by SLD as soon as possible, and assistance will be provided to reschedule.

3.3.2. Purchase Cancellations

Student Life and Development (SLD) and any vendors must be notified of any changes, cancellations, or rescheduling of events. Your club may still be responsible for payment if an

event is canceled or changed without sufficient notice.

Timelines

1. Any cancellations must be communicated to the office of Student life and development at least 10 days prior to the event.
2. In the event that the vendor has already been paid in any of these instances, the funds will still be deducted from the Club's funds and the food will still be delivered.

General Policy for cancelling an order with an vendor (catering only)

- The Club must notify the vendor immediately at least 3 days before the event/club meeting is scheduled
- If an event is canceled, clubs must notify vendors immediately.
- Unrecoverable costs may be deducted from the club's budget.

Late Cancellation Consequences

- Late cancellations may jeopardize the club's ability to host events in the future
- Late cancellations may subject the Club to additional costs due to vendor requirements
- Special cases (e.g., emergencies) must be communicated to SLD as soon as possible for consideration.

3.3.3. Hosting Unapproved Events

1. **Written Warning** – Offenses may result in a formal warning issued to the club officers.
2. **Activities Suspension** – Violations may lead to temporary suspension of the club's ability to host events.
3. **Loss of Recognition** – Non-compliance may result in the club being de-certified as an official student organization with an inability to recertify for the following semester.

All student clubs and organizations at City Tech must obtain prior approval from the Office of Student Life and Development (SLD) before hosting any events. Unauthorized events may result in actions to ensure compliance with campus policies and campus safety regulations.

For questions, contact the **Student Life & Development Office** at studentlife@citytech.cuny.edu or visit G526 in the General Building.



4. Fundraising Guidelines and Procedures

1. **Written Proposal:** Any organization that wishes to sponsor a fundraising program or project must submit a written proposal specifying the method of fundraising and the distribution of proceeds to both appropriate allocating body and to the Office of Student Life and Development (SLD). This proposal should be submitted four (4)-weeks in advance to the proposed date of the fundraising activity. A Fundraising Proposal template is available on the [Student Life Webpage](#) or can be requested from the SLD office.

All fundraising requires approval from SLD before commencing. ***Please Note: Collections may only be made in cash (no exceptions). Failure to comply will result in your club being placed on inactive status and subject to disciplinary action. Electronic transactions, including Zelle, Venmo, Paypal, and Cash App, are not permitted.***

2. **Fundraising Costs:** All costs of the program or project must be detailed on your fundraiser proposal.
3. **Auditing and Accounting Controls:** All fundraising activities must include appropriate auditing and accounting procedures to ensure full transparency regarding expense, income, and the distribution of net proceeds. All monies collected must be deposited into the organization's account at the Bursar's Office within ***one business day*** of collection. A deposit receipt must then be submitted to the Student Life & Development office and the Student Life Coordinator for record keeping purposes.
4. **Use of Student Activities Fee Funds:** Student activity fee funds may be used to cover program expenses. Any income to these expenses must be deposited to the credit of the appropriate allocating body. Net proceeds- defined as income after expense - may be either:
 - a. Donated to the recognized non-profit charitable organizations; or
 - b. Retained by the club for future use.The distribution of net proceeds must be completed within ten (10) business days of the fundraised end date.
5. **Expenditure of Organization Account Monies:** Funds raised and on deposit in club organizations accounts may be expended using the same purchase procedures as Student Activity fee funds. Utilization of these funds is limited to activities and projects scheduled during the academic year in accordance with the Fiscal Guidelines of the College Association.

6. **Fundraising for outside organizations:** Fundraising for outside organizations is generally discouraged, but not prohibited. Exceptions are typically made for catastrophic events that directly impact the campus or NYC (9-11, Hurricane Sandy, etc.) Dated record of donations - including donor names, amounts, and the recipient organizations - must be maintained.

4.1. Methods of Fundraising

1. **Dues and Donations:** Organization members may voluntarily pay minimal dues to the organization. A student cannot be denied membership to, or any benefits of, the group on the basis of an unwillingness or inability to pay dues. The Student Life and Development office must review a statement of the proposed voluntary dues structure. The organization's treasurer must utilize a receipt book for dues collection and all dues, together with a copy of the collection record must be deposited to the credit of the organization.
2. **Raffles:** Raffles are highly regulated by NYC and NYS, particularly if one has to pay something for a ticket. Among other things, no single prize can have a value over \$100, and no series of prizes in a single raffle can exceed \$1000 in value in total. The distribution and sale of raffle books and the deposit of revenues must be approved by the Student Life and Development office before offering. Raffles must be conducted with a specific purpose intended. The following information must appear on the face of the ticket; name of the organization, purpose (of the fundraiser), cost of ticket, and prizes.
3. **Prizes:** All prizes or sufficient funds to purchase stated prizes must be on deposit in the organization's account before commencing raffle sales. Raffle tickets will be consigned to each seller by the Office of Student Life and Development. The sale of raffles in classrooms is prohibited. The sponsoring organization and the individual raffle seller must account for and are liable for all raffles and cash receipts.
4. **Events Utilizing Tickets Sales/Distribution:** Organizations hosting events as fundraising projects are required to have e-tickets for the event- using City Tech Connect platform.
5. **Crowdfunding:** Whether or not clubs can crowdfund is up to the college. A club or group may not use the CUNY logo on any crowdfunding site and the Office of General Counsel's strong preference is that colleges prohibit clubs from using the college logo as well. Clubs must use their logo and their name. The solicitation page needs to make clear that it is the club that is looking for funds, not the college.
- 6.

7. **Sales:** The sale of food or other items on consignment will be permitted only in designated areas of the college. All monies collected from sales must be deposited within one business day in the Bursar's office.

Cash Prizes/Gift Cards: Clubs are not allowed to issue *cash* or *gift cards* as a prize. **No exceptions!**



5. Fiscal Guidelines for the Expenditure of Student Activity Fees

Introduction: CUNY Bylaws

Introduction:

City Tech student organizations are entities of the College and are therefore mandated to follow all New York State, City University, and City Tech regulations and guidelines. This applies to all financial transactions of a student organization. Failure to follow these guidelines may result in disciplinary actions including organization de-certification. In addition, disciplinary charges may be filed against the individual organization members. Below you will find an overview of these guidelines and regulations as they apply to student organizations.

5.1. Financial Regulations for Student Organizations:

Student Organizations

Section 15.2 of the [CUNY Bylaws of the Board of Trustees of the City University of New York](#) states:

- A. Any group of students may form an organization, association, club, or chapter by filing with the duly elected student government organization of the college or school at which they are enrolled or in attendance and with an officer to be designated by the chief student affairs officer of the college or school at which they are enrolled or in attendance (1) the name and purposes of the organization, association, club or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary.
- B. The board recognizes that students have rights to free expression and association. At the same time, the board strongly believes that respect for all members of the university's diverse community is an essential attribute of a great university.
- C. Each student leader and officer of student organizations recognized by or registered with the institution, as well as those seeking recognition by the institution, must complete training on domestic violence, dating violence, stalking, and sexual assault prevention and CUNY's Policy on Sexual Misconduct before the organization receiving recognition or registration.

Student Activity Fee

Section 16.1 of the [CUNY Bylaws of the Board of Trustees of the City University of New York](#) states:

The student activity fee is the total of the fees for student government and other student activities. Student activity fees, including student government fees collected by a college of the university, shall be deposited in a college central depository and, except where earmarked by the board, allocated by a college association budget committee subject to review by the college association as required in these bylaws.

Expenditure of Student Activity Fees

Section 16.2 of the [CUNY Bylaws of the Board of Trustees of the City University of New York](#) states, that student activity fee funds shall be allocated and expended only for the following purposes:

- 1. Extracurricular educational programs;
- 2. Cultural and social activity;
- 3. Recreational and athletic programs;
- 4. Student government;

5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the College and University environment;
9. Transportation, administration, and insurance related to the implementation of the activities;
10. Student services to supplement or add to those provided by the University;
11. Stipends to student leaders;

5.2. Financial Budget Guidelines

1. **Officer Responsibility for Expenditures:** Officers must be familiar with the applicable fiscal guidelines, rules, and regulations of the New York City College of Technology. All officers with signature authority agree to be held responsible for all budgets, purchase requisitions, contracts, payment requests, etc. An organization that makes expenditures not within its approved budget may jeopardize future funding, subject its officer to discipline procedures as well as be held monetarily responsible for the funds.
2. **Budgets:** Budget requests must contain a detailed explanation as to how the monies will be expended. The Budget should detail the proposed expenditure by program and budget line categories.
3. **Payment for Services:** No City Tech faculty, staff, or administrative member shall be paid for services rendered to a club or student organization. Student officers shall not be paid for services rendered to their organization. **No exceptions.**
4. **Personal Services exceeding \$1,000:** Personal services above \$1,000 must receive approval by the Vice President of Enrollment and Student Affairs, through his/her designee, *six (6) weeks* before the use of said services. Requests for such approval must include documentation evidencing that the cost of the personal services being provided is competitive with recent charges by the performer of these services.
5. **Political Expenditures:** No funds, material, property, or services funded by student activity fees may be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public or political party office.
6. **Honors and Awards:** No more than 10% of the total budget may be spent by an organization on honors and awards without advance approval of the student government association.

7. **Revenues:** Section 16.7 of the City University Bylaws provides that all revenues generated by student activities funded through student activity fees shall be subject to the control of the allocating body. The application of such revenues to the account of the income-generating student organization shall require specific authorization from the allocating body or operating board.

5.3. Depositing Revenues into Organizations' Account

- A. All revenues from events and organizations due, per the fundraising guidelines, must be deposited with the Bursar's Office in the organization's account within 24 hours (**one business day**). Organizational monies in the Bursar's office may be expended through the same payment request system utilized for student activity fees. The expenditure of these monies requires the authorized signatures of the organization's treasurer and advisor. An organization's unspent student activity funds shall revert to the appropriate allocating body's unallocated surplus at the end of the fiscal year. At the end of the fiscal year, any funds that have been generated through fundraising shall be carried over to the next fiscal year. Upon an organization's dissolution, any funds on deposit in an organization's account shall revert to the appropriate allocating body.
- B. Funds received from other outside sources (e.g., agencies, grants, etc.) earmarked for specific purposes (e.g., leadership development, national organization affiliate revenue, etc.) shall be deposited into the organization's account." The expenditure of these monies requires the authorized signatures of the organization's treasurer and advisor. Funds left on deposit in an organization account, upon the dissolution of an organization, shall be carried over to the next fiscal year.

Student Organization Bank Savings/ Checking Accounts:

No Organization or Club shall maintain an outside savings or checking account in the organization's name. No exceptions!

We have made every attempt to provide the most accurate and current information. Please note that all policies are subject to change. The College will attempt to include students in these decisions whenever possible. Changes in policies and procedures will be communicated to your designated student organization representative and advisor.

Best wishes for a successful year!